

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide SMALL FAMILY HOME CHILDREN'S RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

SMALL FAMILY HOME CHILDREN'S RECORDS

This tool is designed to assist small family home facility operators to perform periodic self-assessments of their children records. It includes the most commonly required children records. It is not an exhaustive list of all children records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.***

R = Reviewed

U = Updated

N/A = Not Applicable

Child's Name: _____

Review Date								Expires/ Update Due
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Admission Agreement LIC 604								
Identification and Emergency Information LIC 601								
Physician's Report LIC 602								
Ambulatory Status LIC 602								
TB Test Results LIC 602								
Medical Consent LIC 627								
Needs and Services Plan LIC 625								
Cash Record LIC 405								
Property Record LIC 621								
Personal Rights LIC 613								
Medication Record LIC 622								
Immunization Record								
Birth Certificate								
Dental History								

Admission Agreement :

Due Date: Within 7 days of admission.

Updates Due: Upon modification of any terms of the agreement.

Identification and Emergency Information:

Due Date: Time of admission.

Updates Due: When any information on the form changes.

Physician's Report:

Due Date: Time of placement or within 30 days.

Updates Due: Annually or more often as recommended by the physician.

TB Test Results and Ambulatory Status:

Due Date: Time of placement or within 30 days.

Updates Due: Upon suspected exposure to TB or change in ambulatory status.

Medical Consent:

Due Date: Time of placement.

Updates Due: When there is a change of responsible party.

Needs and Services Plan:

Due Date: Time of placement.

Updates Due: Every 6 months or when there are changes in the child's physical, mental and/or social condition that could affect his/her needs and services.

Cash Record:

Due Date: Upon receipt of any child's cash.

Updates Due: Upon receipt or disbursement of any child's cash.

Property Record:

Due Date: Time of admission.

Updates Due: When child's property is added or removed.

Personal Rights:

Due Date: Time of admission.

Updates Due: None.

Medication Record:

Due Date: Upon receipt of any prescription medication for child.

Updates Due: When new medications or refills arrive, or when medications are destroyed.

Immunization Record:

Due Date: Time of admission or within 30 days.

Updates Due: When new immunizations or boosters are given.

Birth Certificate:

Due Date: Time of admission.

Updates Due: None

Dental History:

Due Date: Time of admission.

Updates Due: Annually or when child sees dentist.